

MINUTES OF THE CORPORATION
Held on Tuesday 25 February 2020
In K222 at the Trowbridge Campus

Present	Martin Clark (Chair), Mark Lello, Harry Adam, Carlton Brand, Amanda Burnside, Jon Downing, Ruth Greening, Iain Hutchison, Mags Patten, Venetia Summers, Becca Thurston, Jack Wills.
In Attendance	<i>Julian Tucker (Interim Deputy Principal Corporate Resources), Iain Hatt (Deputy Principal Curriculum and Quality), Heather Cross (Clerk to the Corporation), Ian Revill (for item 4), Becky Ridd (for item 5)</i>

	Minute	Action
2019-20 5/1	Apologies for absence	
	Apologies were received from Clive Barker and Ronan Mulcahy	
2019-20 5/2	Declarations of interest	
	None	
2019-20 5/3	Chair's opening remarks	
	The Chair welcomed Julian Tucker to the meeting in his capacity as Interim Deputy Principal Corporate Resources. He thanked Mark Lello and Jack Wills for participating in the recent student mock interview day .	
2019-20 5/4	Farm and Land Management Strategies	
	Ian Revill, Assistant Principal was welcomed to the meeting to present a strategic overview of Lackham Farm, referencing land management at Lackham, the basis on which land was held and the consequential implications for farming and teaching. A presentation was given which was then subsequently circulated. The Bowden estate land which the college had been renting was now up for sale and notice to quit had been served. It was discussed and confirmed that the college could still operate effectively without this land. It was noted that the college enjoyed an extremely good relationship with the owner of Whitehall Garden Centre, who also had land in the vicinity and with whom the college was a very long standing tenant. Most of the college activity was based however at Home Farm, the college's own land. The various challenges facing operation were presented – the Agriculture Bill following Brexit was unclear as to impact, although there were now clauses concerning food security, future planning and soil quality. Future carbon policies would have an effect and the use of Agritech would change requirements to which the LEP capital development was a strong response. The College would continue to consider future partnerships, such as the equine curriculum delivery model in partnership with local stables, rather than keeping horses at the college. Ten strategic priorities were considered with the key being to balance the farm and agriculture curriculum together, in which the	

	<p>college had been very successful. It was suggested that the dairy developments were a strong unique selling point and the balance of livestock versus arable needed careful consideration, but livestock carried less risk.</p> <p>The Principal and governors acknowledged the legacy which Lackham represented and how important it was to look after the estate.</p> <p>Ian Revill was thanked for his thought-provoking presentation and it was expected to follow this up in further development of the estates strategy.</p>	
2019-20 5/5	Sustainability Policy	
	<p>Becky Ridd, Environmental Sustainability Officer, presented engagingly to the meeting concerning the detailed work she had been undertaking since her appointment in the Autumn and what had been achieved since then. She spoke about the launch of the environmental sustainability policy, engaging with the student body and staff, the development of strong curriculum links, the implementation of an effective environmental management system and the introduction of sustainability champions, with much interest from staff.</p> <p>Governors asked a number of questions about the work undertaken and commented on how impressed they were with the amount which had been achieved in such a short space of time since her appointment. They applauded the actions being taken and supported the associated work and the vision and mission put forward and welcomed the opportunity to review the draft targets being introduced and in future seeing these being worked on for achievement. The Chair commented that in his one to one discussions with governors which were due shortly, he would be asking if any governor wished to become a champion for this area of the college's activity.</p> <p>Governors supported the intention that sustainability should be a key part of the whole college strategy for the future.</p> <p>Becky was thanked for her energetic and stimulating presentation.</p>	
2019-20 5/6	Integrated Financial Model for Colleges	
	<p>The proposed Financial Plan 2020/21 – 2021/22 for submission to the Education and Funding Agency as a supporting commentary for the Integrated Financial Model for Colleges had been circulated previously. The plan was to deliver an operating surplus in each year and to improve cash generation, with the maintenance of improvements to financial performance through sustainable income growth and cost control.</p> <p>The cash position was carefully reviewed, noting the requirement for an overdraft in March 2021 and the anticipation of income from land sales in both 2021 and 2022. The sensitivity analysis of the figures was drawn to the Board's attention. It was acknowledged that the college must first achieve this year's plan, but that future assessments were considered to be solid.</p> <p>It was noted that the plan to be submitted was developed from the assumptions which the Board had already approved in considering the approach to the Financial Model when they had met at their previous meeting. The submission of the plan to the Education and Skills Funding Agency was approved.</p>	

2019-20 5/7	Principal's Report	
	<p>The Principal's Report had been circulated previously, the key features of which comprised the forthcoming Diagnostic Assessment follow up visit by the FE Commissioner's team; the appointment of a new Executive Director for TCP; the increase in student applications; a comprehensive programme of Apprenticeship activity; the schedule for staff development days; internal inspections of apprenticeships; the Management Accounts position and the update on the loan from Wiltshire Council.</p> <p>In speaking to her report the Principal informed the Board that Charlotte Corfield, Assistant Principal had recently secured a significant promotion external to the college – governors joined together in congratulating Charlotte and Tony Basham in his appointment as Executive Director of TCP, although recognising that both staff would be a considerable loss to the college. Charlotte's responsibilities for the safeguarding agenda would need to be covered well in any replacement arrangements.</p> <p>The Principal commented that she was requesting of the DfE that the College's request for the vacated UTC building in Salisbury be escalated, and this was due to be raised with the local MP, John Glen, at the end of the week. It was pleasing that Michelle Donelan, MP for Chippenham and Universities Minister, attended the college's Apprenticeship Awards.</p> <p>Governors noted the teaching and learning survey, lesson observation standardisation meetings, the work of the learning and development coaches, the staff development day activities and the planned internal deep dive inspection in the apprenticeship area,</p> <p>The College's income position was reviewed and governors asked questions concerning the finalisation of the loan from Wiltshire Council. It was understood that the final paperwork required from the Land Registry would be forthcoming in the next few days, which would allow the money to be released by the end of the next week.</p> <p>It was noted that 25 March was a key decision day concerning the LEP capital project at Salisbury as this was when the building was due to be watertight and would determine whether the programme had progressed sufficiently to be confident that the new space would be ready for the 2020/21 year and the next phase of work could progress. Governors were due to meet the day after this date and an update report would be provided. The College had an alternative plan should the timescale not be met.</p> <p>The Principal was thanked for her report.</p>	
2019-20 5/8	Quality of Education – Quality Improvement Plan	
	<p>The Quality Improvement Plan had been circulated previously and the Deputy Principal Curriculum and Quality spoke to this. Governors noted that work was still ongoing to close the loop on student feedback and therefore this area was being retained as 'amber'. A new action plan to improve the recruitment of staff in hard to recruit areas had been developed.</p> <p>The Online portal for parents was about to go live, which should significantly improve two way communication. Governors asked about take-up and it was explained that this system was quite well used in schools and so parents would be likely to carry this expectation into college arrangements.</p>	

	<p>Industry placements were going well, but it would be a challenge to make these sustainable if the capacity fund were to be removed.</p> <p>A new action concerning monitoring subcontractor performance was noted.</p> <p>Iain Hatt was thanked for his report.</p>	
2019-20 5/9	Management Accounts	
	<p>The Management Accounts for January 2020 had been circulated previously, with the end of year position still being forecasted as a £100K surplus. The table showing where further savings were being sought had been developed further to include a RAG rating. The savings were discussed and it was noted that staff costs were red as there was still a degree of uncertainty about what turnover might result from current consultations, as yet to be concluded, but this would be concluded before the year-end and would not be 'red' by that time.</p> <p>The capital equipment budget was currently underspent and offered some scope for savings if required. Action on cash flow was discussed.</p> <p>All bank covenants had been tested and should be met for the next quarter.</p> <p>It was noted that no Key Performance Indicators had been prepared for this meeting, as it was too close to the time of the report for the January meeting.</p> <p>Julian Tucker was thanked for his report.</p>	DPCR
2019-20 5/10	Minutes of the last meeting	
	The minutes of the meeting held on 30 January 2020 which had been circulated previously were accepted as a true record.	
2019-20 5/11	Minutes of the Finance Working Group held 30 January 2020	
	The minutes of this meeting were noted for information.	
2019-20 5/12	Final Agenda for the 'Awayday' March 2020	
	<p>The draft agenda for the two days on 26 and 27 March 2020 had been circulated previously.</p> <p>Governors recorded their acceptance of the proposed agenda.</p>	
2019-20 5/13	Schedule of Actions	
	<p>The latest schedule of actions from meetings in the current year had been circulated and actions were noted. It was noted in particular that with the turnover of the Deputy Principal Corporate Resources, the timing was no longer appropriate to consider the insourcing of the cleaning contract and this was now on hold.</p> <p>The Clerk reminded governors about the free AoC SW Governance conference being held in the following week. Governors were invited to take part in the upcoming QRR sessions where they had time to observe this process.</p>	

2019-20 5/14	College visits/events attended	
	<p>The Safeguarding Champion commented on his attendance at a recent safeguarding board. Some items were being carefully monitored for progress.</p> <p>The Chair commented that he had recently taken part in an action learning set for Chairs, run by ETF. He had found this most helpful. Governor one to ones programmed with the Chair would shortly be taking place.</p> <p>The current advice concerning Coronavirus was noted, recognising this was a very rapidly developing situation.</p>	
2019-20 5/15	Emerging Issues and Ambitions	
	<p>Governors confirmed that the pace of the meeting had been appropriate.</p> <p>The FE Commissioner's Annual Report had been circulated previously and was noted.</p>	
2019-20 5/16	Date of next meeting	
	The date of the next meeting had been agreed as 26 and 27 March 2020 – for the Strategic Awayday, taking place at the Angel Hotel Chippenham on the Thursday and Chippenham campus on the Friday.	